

# Employee Post-Travel Disclosure of Travel Expenses

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**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): ACT - The App Association

Travel date(s): November 9-11, 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$919.42 (\$737.55 for air and \$181.87 for ground)	\$384 (\$192 per night for two nights)	\$117.72 (\$49.19 for dinner the first night; breakfast \$10.60, lunch \$12.93, and dinner \$45.00)	N/A

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.)

The meetings consisted of interactive presentation by businesses, educators, and research centers in the cybersecurity and energy grid sectors. Policy discussions ranging from workforce development, cyber threat information, and discussions about data security in the civilian workplace and in federal contracting for the military.

12/11/17  
(Date)

Megan Harrington  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12/11/17  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

## **EMPLOYEE PRE-TRAVEL AUTHORIZATION**

Date/Time Stamp:

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Megan Harrington

Employing Office/Committee: Senator Rob Portman

Private Sponsor(s) (list all): ACT - The App Association

Travel date(s): November 9-11, 2017

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Charleston, SC

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip is a educational opportunity to meet with innovative cybersecurity firms to discuss issues including computer science education and cybersecurity. I work on STEM and education issues for Senator Portman and also work on policy including technology, privacy, and cybersecurity.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

12/11/17  
(Date)

Megan Harrington  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Rob Portman hereby authorize Megan Harrington  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

12/11/17  
(Date)

Rob Portman  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): ACT | The App Association
  2. Description of the trip: Educational trip for Senate staff to meet innovative cybersecurity firms  
in the Charleston, SC area, and discuss several policy matters related to cybersecurity.
  3. Dates of travel: November 9 - 11, 2017
  4. Place of travel: Charleston, SC
  5. Name and title of Senate invitees: See attached.
  6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  

**[OR]**

☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
  7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  

**[AND]**

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
  8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  

**[AND]**

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**=OR=**

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

**=OR=**

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

ACT | The App Association staff was solely responsible for organizing and conducting the trip.

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

ACT | The App Association is an international grassroots organization representing small and mid-sized software companies in the mobile app community. ACT's purpose in organizing this trip is to introduce congressional staffers to small and mid-sized cybersecurity firms and researchers.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

ACT | The App Association has sponsored congressional trips (most recently to Denver, CO and Santa Monica, CA) to showcase the app economy and introduce congressional staffers to a wide range of app, software, cybersecurity, and media companies.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

ACT | The App Association has held numerous educational events for policy makers, app companies, and software developers, including: panels, briefings, white papers, annual fly-ins, developer education series, and congressional testimony.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$625 total - \$475 for airfare - \$150 for ground transportation	\$384 (\$192 per night for 2 nights)	\$172.50 (\$51.75 travel day 1; \$69 full day; \$51.75 travel day 2)	\$0

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Charleston was chosen due to the large number of cybersecurity companies and research centers located in a small geographic area, making it possible to visit a variety of cybersecurity experts.

19. Name and location of hotel or other lodging facility:

Charleston Harbor Resort & Marina, 20 Patriots Point Rd, Mount Pleasant, SC 29464

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was chosen due to its ability to meet the per diem rate and its reasonably close location to the companies to be visited on this trip.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for lodging and meals will be at or below the maximum per diem rates for

official Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

**All travel (round-trip airfare and bus) will be coach class.**

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

**No entertainment will be provided.**

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: *Morgan Reed*

**Name and Title:** Morgan Reed, Executive Director

Name of Organization: ACT | The App Association

**Address:** 1401 K St NW (Ste 501), Washington, DC 20005

Telephone Number: 202-331-2130

Fax Number: 202-331-2139

E-mail Address: [mreed@actonline.org](mailto:mreed@actonline.org)



Thursday, November 9<sup>th</sup>

Flight 1 (American Airlines 5465) Arrives 7:05 p.m.

Flight 2 (JetBlue 889) Arrives 8:12 p.m.

Hotel: The Beach Club at Charleston Harbor Resort & Marina  
*20 Patriots Point Road, Mount Pleasant, SC 29464*

9:00 p.m.: Dinner at Charleston Harbor Fish House  
*32 Patriots Point Road, Mount Pleasant, SC 29464*  
*Restaurant is in hotel.*

Friday, November 10<sup>th</sup>

**7:30 a.m.: Bus Call**

*We will meet in the hotel lobby.*

**8:00 – 10:00 a.m.: Clemson University (Breakfast from Callie's Hot Little Biscuits)**

*SCE&G Energy and Innovation Center*

*1250 Supply Street, North Charleston, SC 29405*

*Presenter: Jim Tuten, M.Sc., P.E., Director, Facilities Systems*

The SCE&G Energy and Innovation Center at Clemson University houses the world's most advanced wind-turbine drivetrain testing facility. The mission of the facility is to provide high value, high quality, and cost-competitive testing services to industry that will lead to lowering the cost of energy delivered by wind power through highly-accelerated testing of next-generation wind turbine drive-train technology. During this presentation and tour, staff will discuss the role technology plays in the advancement of wind-based energy, and the role cybersecurity plays in the continued advancement of energy research.

**10:30 – 11:30 a.m.: Sentar**

*1060 E. Montague, Suite 201 Charleston, SC 29405*

*Presenters: April Nadeau, Vice President, Nathan Swab, Cybersecurity Compliance Expert, Joseph Sabin, J.D., CISSP, Cyber Security and Health IT Portfolio Manager*

Sentar is a Woman-Owned Small Business at the forefront of cybersecurity technology and services. Their innovative cyber security technologies protect network and host computer resources from cyber attackers and malicious insiders. Staff will discuss the challenges of creating comprehensive cyber programs, and the related policy issues.



**12:00 – 2:00 p.m.: Apple Data Privacy Team (Lunch from Lewis Barbecue)**

*Trident Technical College*

*7000 Rivers Ave, North Charleston, SC 29406*

*Presenter: Chris Betz*

Subject-area experts from Apple's data privacy team will discuss issues related to privacy, security, and encryption. Staff will discuss the role of platform companies in providing security methods and capabilities to the small companies that utilize platform's development tools to create and innovate.

**2:30 – 3:30 p.m.: Soteria**

*115 Central Island Street Suite 300 Daniel Island, SC 29492*

*Presenters: Glenn Starkman, Paul Ihme, Christopher O'Rourke*

Soteria is a Service-Disabled Veteran-Owned Business (SDVOB) headed by experienced former members of the NSA, CIA, DoD, and Fortune 500 companies. Their mission is to operate at the highest-level of discretion while helping businesses recover from security incidents while allowing them to maintain business operations. Staff will discuss veteran retraining efforts in cyber security and technology and the related policy issues.

**4:00 – 5:00 p.m.: PhishLabs**

*1501 King St, Charleston, SC 29405*

*Presenter: John LaCour, Founder and CTO*

PhishLabs provides 24/7 services that help organizations protect against the cyberattacks targeting their employees and their customers. Using a powerful combination of proprietary technology, specialize security operations, and deep threat intelligence, they detect threats early in the attack process and take rapid action to mitigate attacks before damage is done. In doing so, we reduce the risk of compromised systems, data breaches, and online fraud. Staff will discuss the role small companies play in cybersecurity and the relationship between fortune 500 companies and small companies, and the roll Congress can play to continue to encourage these partnerships.

**5:30 – 6:30 p.m.: PokitDok**

*100 Calhoun St, Suite 210, Charleston, SC 29401*

*Presenters: Ted Tanner and Chris Kroner*

PokitDok is a cloud-based platform for healthcare purchases, connecting consumers directly with practitioners in a transparent, e-commerce experience. PokitDok provides enterprise access to market-driven provider, treatment, and pricing information for employers, payers, and heath networks seeking to reduce expenses and capture lost reimbursement via their API. Additionally, PokitDoc provides an e-commerce storefront for practitioners seeking to market their services and enable consumers to pay for treatment



